

# City of Corvallis Parks & Recreation Park Operations Volunteer Steward

**Department:** Corvallis Parks & Recreation Operations

Reports to: Park Operations Supervisor & Volunteer Coordinator

# **Position summary:**

Volunteer Stewards will partner with Corvallis Parks & Recreation (CP&R) staff, outdoor resource professionals and community volunteers to facilitate a wide range of Corvallis park improvement or educational projects. Volunteer Stewards may assist in program areas including:

- Volunteer Operations
- Horticulture
- Trails
- Open Space & Natural Resources
- Urban Forestry

#### **Summary of functions:**

Assist CP&R staff in the planning, organization, supervision, and coordination of a wide variety of Park Operations projects. Duties can include:

- Monitor park locations or trail sections. Observe and report any hazardous conditions in need of attention.
- Meet with public individuals or organizations; schedule projects or other activities, and coordinate projects with other CP&R program areas.
- Use a handheld GPS unit to map trees or invasive species (including species and size information), use a computer to create relevant mapping into City GIS system.
- Organize & lead volunteer groups in park or trail maintenance projects.
- Assist in planning site improvements or repairs, providing input to Park Operations staff.

# **Program requirements**

- Must be 18 years of age or older.
- Must submit a complete Volunteer Steward application.
- A current photo ID card or driver's license and the ability to pass a criminal background check are required.
- A Steward driving a City of Corvallis vehicle will need to present an updated driving record (3 year minimum) from the Oregon Department of Motor Vehicles. Prospective stewards must attend orientation/field training sessions led by Corvallis Parks & Recreation.
- Commit to a minimum of one year of volunteer stewardship, volunteering at least 48 hours in a year.
- Follow policies and procedures of Corvallis Parks & Recreation.

#### **Physical Requirements and Working Conditions:**

Volunteer Stewards must possess mobility & stamina needed to function throughout the outdoor park system in a variety of terrains. Stewards must possess the ability to use tools necessary for outdoor work as needed. Additional necessary attributes may include:

- Strength to lift and carry materials weighing up to 25 pounds.
- Mobility to lead groups in activities, in wet weather and/or rough terrain.
- Ability to work outdoors in a variety of weather, temperature and terrain conditions.
- Good communication skills (written and oral) & computer skills (MS Office).

#### **Abilities required:**

- Well organized and self-motivated.
- Interest in developing public speaking skills and present information to CP&R visitors in a clear and concise manner.
- Enjoy working with members of the public and enthusiastic for sharing nature and history with the public.

# How to Apply:

Interested applicants can find the position description and application materials on the Corvallis Parks & Recreation Volunteer web site: <a href="http://www.corvallisoregon.gov/index.aspx?page=267">http://www.corvallisoregon.gov/index.aspx?page=267</a>

Completed forms should be submitted to Corvallis Parks & Recreation to the attention of the Park Operations Division. Resumes will not be accepted in lieu of the completed City application & information form. Include all pertinent information regarding your experience with the application. Questions and requests for application materials may directed to (541)754-1739 or steve.mcgettigan@corvallisoregon.gov